

Appendix D
Respondent Communication Materials

Contents

HSLs:09 Second Follow-up Brochure Text.....	D-1
Contact Information Update Letter – Parent.....	D-4
Contact Information Update Form – Parent.....	D-5
Initial Contact Letter – Sample Member.....	D-6
Data Collection Announcement Letter.....	D-7
Reminder Postcard 1 Text.....	D-8
Reminder Letter.....	D-9
Reminder Postcard 2 Text.....	D-10
Thank You/Incentive Letter.....	D-11
Final Flyer text.....	D-12
Initial Contact E-mail.....	D-13
Data Collection Announcement E-mail.....	D-14
Reminder E-mail 1.....	D-15
Reminder E-mail 2.....	D-16
Example Text 1 for Brief Reminder E-mails.....	D-17
Example Text 2 for Brief Reminder E-mails.....	D-18
Example Text 3 for Brief Reminder E-mails.....	D-19
HSLs:09 CATI Consent Text.....	D-20
Address Update Paper Form.....	D-21
Address Update Web Form High School Longitudinal Study of 2009.....	D-24
Panel Maintenance Letter.....	D-27
Panel Maintenance Email Text.....	D-28

Note: Emails and letters providing similar content to those shown in this appendix will be sent throughout data collection to encourage participation. In addition, sample members that request follow-up reminders via text message will receive text message prompts to complete the survey.

HSLs:09 Second Follow-up Brochure Text

[HSLs:09 Brochure Logo]

High School Longitudinal Study of 2009

Conducted by:

National Center for Education Statistics
U.S. Department of Education
Institute of Education Sciences

Data Collection Carried out by:

RTI International
Research Triangle Park, NC
27709-2194

High School Longitudinal Study of 2009

The second follow-up of the High School Longitudinal Study of 2009 (HSLs:09) is now underway! This exciting study is being conducted by the National Center for Education Statistics (NCES), with data collection being carried out by RTI International. It is a national study of young adults' plans and activities beyond high school, including education and employment experiences. HSLs:09 is particularly interested in learning how young adults make choices regarding their education and careers, with a special focus in science, technology, engineering, and mathematics (STEM) education and career choices.

In addition to survey responses, we collect financial aid, student data, and related information from institutions and other sources such as admissions testing agencies, student loan databases and other federal databases.

Why is the study being conducted?

HSLs:09 follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school. Because these young adults are being followed over time, HSLs:09 provides an excellent basis for understanding a number of important topics including, but not limited to the following:

- What influences young adults to take STEM courses and pursue STEM careers?
- What factors influence whether young adults decide to enroll in college and complete a college degree?
- How do the characteristics of high schools and colleges influence decisions young adults make about their lives?
- How do individual characteristics and background experiences influence success in school and work?

Who is conducting the study?

The second follow-up of HSLs:09 is being conducted by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute for Education Sciences, with data collection being carried out under contract by RTI International, a nonprofit research organization based in North Carolina. The study is conducted under the authority of the Education Sciences Reform Act (ESRA) of

2002 (20 U.S.C. § 9543), which authorizes NCES to collect and disseminate information about education in the United States.

What is involved?

We are asking that selected young adults complete a 35-minute survey that will focus on the transition from high school to further education and the workforce. The survey covers topics such as:

- influences on young adults' decisions about education beyond high school and work
- factors that lead young adults to study or work in fields of math, science, and technology
- educational aspirations and expectations
- preparation and plans for the young adult's college costs and financial aid
- background information.

Do I have to participate?

Participation in HSLs:09 is entirely voluntary; however, the participation of every young adult in the sample is important to ensure the completeness and accuracy of results.

Will the responses of participants be kept confidential?

NCES is required to follow strict procedures to protect personal information in the collection, reporting, and publication of data. All individually identifiable information supplied by individuals or institutions may be used only for statistical purposes and may not be disclosed or used in identifiable form for any other purpose, except as required by law (20 U.S.C. § 9573). The data will be used in analyses to understand young adults' participation in further education and work beyond high school.

We have implemented strict procedures to protect provided information:

- All electronic data are maintained in secure and protected data files, and all personally identifying information is kept in files separate from the descriptive information.
- No data released to the general public identify individual respondents.
- All project staff with any access to study data are liable to severe fines and imprisonment for any disclosure of individual responses.
- These procedures comply with all applicable federal laws.

When will the data for the study be collected?

Data collection for the second follow-up field test of HSLs:09 will begin in spring 2015. Additional plans include collecting college transcripts and financial aid and related information from institutions and other sources such as admissions testing agencies, student loan databases, and other federal databases.

What happens to the results?

Results from the current study will be posted on the HSLs:09 website as soon as they are available. Results will be presented in summary form only; no individual results will be published. Publications from previous studies are available on the HSLs:09 website at <http://nces.ed.gov/surveys/hsls09/>.

How do I participate?

You may complete the HSLs:09 survey in one of two ways:

1. Online.

Go to the study website at <https://surveys.nces.ed.gov/hsls09/>. Simply enter your Study ID and password and select LOGIN.

2. By telephone.

If you prefer to complete the HSLs:09 survey by telephone, call **(877) 282-HSLs (877-282-4757)** to speak with a professional interviewer.

HSLs:09 HELP DESK
1-877-282-HSLs (1-877-282-4757)
hsls-survey@rti.org
<https://surveys.nces.ed.gov/hsls/>

If you have questions or concerns, please contact:

RTI Project Director:

Mr. Dan Pratt at (919) 541-6615

RTI Principal Investigator:

Dr. Alexandria Radford at (202) 600-4296

NCES Project Officer:

Dr. Elise Christopher at (202) 502-7899

Contact Information Update Letter – Parent

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear «Parentfname» «Parentlname»:

The U.S. Department of Education’s National Center for Education Statistics (NCES) is conducting the High School Longitudinal Study of 2009 (HSLs:09). HSLs:09 follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school. Your young adult, <<fname>>’s, answers could contribute to research and influence policymaker’s decisions about education in the U.S.

We will be contacting <<fname>> to complete the survey in <<month>> 2015, but before data collection can begin, we need your help to update our records. Please take a few minutes to update the contact information online, or complete the enclosed Contact Information Update Form and return it in the enclosed postage-paid envelope.

To update contact information for <<fname>> online:
Go to <https://surveys.nces.ed.gov/hsls09/>
Enter Study ID number «caseid»

If you would like more information about the HSLs:09 study, please review the enclosed brochure, visit <http://surveys.nces.ed.gov/hsls09/>, or call the RTI study director, Dan Pratt at 1-877-282-4757.

We sincerely appreciate your assistance and thank you in advance for helping us conduct this important study.

Sincerely,

Dr. Peggy Carr
Acting Commissioner
National Center for Education Statistics
Enclosure

The High School Longitudinal Study of 2009 (HSLs:09) is conducted by NCES under the authorization of the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES by RTI International, a nonprofit research organization based in North Carolina. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form, for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average approximately 5 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The High School Longitudinal Study of 2009 (HSLs:09), National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Contact Information Update Form – Parent

1. Please review the current address and phone numbers for <<casename>> displayed in the box below.

Please make corrections in the space provided on the right side of the box.

If you prefer to update this information online, visit our secure website at <https://surveys.nces.ed.gov/hsls09/> and refer to the Study ID number «caseid».

CURRENT CONTACT INFORMATION FOR «CASENAME»:	PLEASE MAKE CORRECTIONS BELOW:
<<casename>> «addr1» «addr2» «city», «state» «zip» «zip4» («area1») «phone1»	Name: _____ Address: _____ _____ _____ Home phone: () – _____ Work phone: () – _____ Cell phone: () – _____
<input type="checkbox"/> Check here if this information is completely current and no corrections are needed. <i>Please return this form even if no edits are needed.</i>	

2. We will send an e-mail to <<casename>> to announce that data collection has begun. Please provide an e-mail address that we can use to contact <<fname>>.

Primary e-mail address: _____
 Alternate e-mail address: _____

3. May we send a text message to <fname>'s cell phone when data collection is about to begin?

Please check one: YES NO

If yes, what cell number should we use? _____

What is <fname>'s cell phone service provider (e.g. AT&T, Verizon, etc.)? _____

We ask for the cell phone service provider to enable us to identify the format of the text message we send.

Thank you for your assistance.

Please return this page in the enclosed postage-paid envelope or return to:
 RTI International
 ATTN: David Waller
 PO Box 12194
 Research Triangle Park, NC 27709-9935

For office use only:
 Study ID: <<caseID>>
 <<panelinfo>>/<<CTRLNUM>>

Initial Contact Letter – Sample Member

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear <<fname>>,

The U.S. Department of Education's National Center for Education Statistics (NCES) is conducting the High School Longitudinal Study of 2009 (HSL:09). HSL:09 follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school. <<You may recall participating in this study in high school as well as two years ago.>> Your participation in HSL:09 is important to the success of the study.

When HSL:09 data collection begins, we will contact you again with specific information about how to participate. In the meantime, we need to update our contact information for you. **Please help us now by providing your mailing address, telephone number(s), and e-mail address(es) online at <https://surveys.nces.ed.gov/hsl09/>.** You will also find out more about HSL:09 at this website.



To update your contact information

The enclosed brochure provides more information about HSL:09. If you have additional questions or concerns about the study after reviewing this material, please call the RTI study director, Dan Pratt at 1-877-282-4757.

Go to <https://surveys.nces.ed.gov/hsl/>

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Sincerely,

Dr. Peggy Carr

Acting Commissioner
National Center for Education Statistics
Enclosure

The High School Longitudinal Study of 2009 (HSL:09) is conducted by NCES under the authorization of the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES by RTI International, a nonprofit research organization based in North Carolina. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form, for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average approximately 5 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for

Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Data Collection Announcement Letter

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear «fname» «lname»:

Recently, we contacted you about the High School Longitudinal Study of 2009 (HSL:09), a study of young adults conducted to understand the wide range of pathways related to education and employment as they move beyond high school.. Data collection for HSL:09 is now underway, and we would like to invite you to complete the survey by <<date>>. **As a token of our appreciation, once you complete the approximately 35-minute survey, we will mail you a \$«IncAmt» check.**

Log on to our secure website at <https://surveys.nces.ed.gov/hsls09/> to complete your survey:

Study ID = «caseid»

Password = «password»m (*password is case sensitive*).

You represent many young adults like you who were not selected for HSL:09 and your participation is important to the success of the study. If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the **HSL:09 Help Desk** at **1-877-282-4757**.

If you have any other questions or concerns about the study, please contact the HSL:09 Project Director, Dan Pratt, at 877-225-8470, hsls-survey@rti.org, or the NCES Project Officer, Dr. Elise Christopher, at 202- 502-7899, Elise.Christopher@ed.gov.

Thank you in advance for making HSL:09 a success.

Sincerely,

Dan Pratt
HSL:09 Project Director
RTI International

Elise Christopher, PhD
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

«panelinfo»/«ctrl»

The High School Longitudinal Study of 2009 (HSL:09) is conducted by NCES under the authorization of the Education Sciences Reform Act of 2002 (ESRA 2002, 20 U.S.C., § 9543). The data are being collected for NCES by RTI International, a nonprofit research organization based in North Carolina. Data collected are used only for statistical purposes and may not be disclosed or used, in identifiable form, for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573).

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary information collection is 1850-0852. The time required to complete this information collection is estimated to average approximately 35 minutes per response, including the time to review instructions, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write directly to: The High School Longitudinal Study of 2009 (HSL:09), National Center for Education Statistics, 1990 K Street, NW, Washington, DC 20006.

Reminder Postcard 1 Text

High School Longitudinal Study of 2009 (HSL:09)

Fname,

Recently we sent you information about completing the U.S. Department of Education's HSL:09 survey. This study helps policymakers learn about the experiences of young adults as they move beyond high school into work and/or further education.

If you haven't participated, we'd like to remind you that we're offering \$<amount> as a token of our appreciation for completing the 35 minute survey.

To complete your survey online, log into the study website at

<studyurl>
Study ID: <ID>
Password: <password>

Or call <phone> to complete your survey by phone.

Thank you for your participation!

Reminder Letter

Dear <<fname>>,

To better understand young adults' experiences beyond high school, the High School Longitudinal Study of 2009 (HSLs:09) collects information from them about their lives, careers, and further education. You represent many others like you, and although participation in HSLs:09 is voluntary, we hope you will decide to complete the survey about your experiences.

For participating in HSLs:09, you will receive a \$<<INCAMT>> check as a token of our appreciation. The survey will take, on average, about 35 minutes to complete. Please log on to our secure website to participate:

<https://surveys.nces.ed.gov/hsls09/>

Study ID = <<CASEID>>

Password = <<PSWD>>

Note: The password is case sensitive; you will need to enter it exactly as it appears here.

If you have questions, problems completing your survey online, or prefer to complete the survey over the telephone, simply call the HSLs:09 Help Desk at 1-877-282-4757.

Thank you, in advance, for your participation.

Sincerely,



Dan Pratt
HSLs:09 Project Director

Reminder Postcard 2 Text

Just a reminder—we still need you to complete the HSL5:09 survey.

Fname,

We value your participation in HSL5:09 – there's truly no substitute for your responses. That's why you will <<now>> receive a check for \$<amount> as a token of our appreciation for completing the survey.

The survey takes about 35 minutes, and can be completed online or over the phone:

Log on to the study website at

<studyurl>
Study ID: <ID>
Password: <password>

Or call <phone> to complete your survey by phone with an experienced interviewer.

Thank you for your participation!

Thank You/Incentive Letter

<<date>>

<<name>>

<<addr1>>

<<addr2>>

<<city>>, <<st>> <<zip>>

Dear «fname» «lname»:

On behalf of the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences and the staff of the High School Longitudinal Study of 2009 (HSLs:09), we would like to thank you. Your participation in HSLs:09 is very important in helping to ensure the success of the study.

Enclosed you will find a check for \$«IncAmt» as a token of our appreciation.

If you have any questions, please do not hesitate to contact us at 1-877-282-4757.

Sincerely,

Dan Pratt
HSLs:09 Project Director
RTI International

Elise Christopher, PhD
NCES Project Officer
National Center for Education Statistics
U.S. Department of Education

Enclosure

Final Flyer text

HSLs:09 ends on <date>! Fname, this is your last chance to earn \$<amount> for completing the HSLs:09 survey. Don't miss out!

Complete online:

<studyurl>

Study ID: <ID>

Password: <password>

Or call toll-free <phone>.

Why is HSLs:09 important?

Policymakers rely on data from studies like HSLs:09 to understand the issues faced by young adults like you.

Initial Contact E-mail

SUBJ: The HSLs:09 study is coming soon

Dear «fname»,

I am pleased to inform you that the High School Longitudinal Study of 2009 (HSLs:09) will begin conducting surveys soon. HSLs:09 is an important study that follows up with young adults beyond high school when many begin to work, pursue further education, or engage in other activities.

When HSLs:09 data collection begins in <<month>> 2015, we will contact you again with specific information about how to participate. In the meantime, we need to update our contact information for you. **Please help us now by updating your contact information on the HSLs:09 website:**

<https://surveys.nces.ed.gov/hsls09/>

Your Study ID number: <<caseID>>

Your participation is important to the success of HSLs:09. If you have additional questions or concerns about the study, please call the RTI study director, Dan Pratt at 1-877-282-4757.

We thank you in advance for your participation in this important study. Your cooperation is greatly appreciated.

Thank You,

Dan Pratt
HSLs:09 Project Director

Data Collection Announcement E-mail

SUBJ: It's time to complete your HSLs:09 survey!

Dear <<fname>>,

Recently, we contacted you about the High School Longitudinal Study of 2009 (HSLs:09), a study that follows a group of young adults to understand the wide range of pathways related to education and employment as they move beyond high school. Data collection for HSLs:09 is now underway, and we would like to invite you to complete the survey by << date>>.

The survey will take about 35 minutes to complete. **If you complete your HSLs:09 survey by [DATE], you will receive a \$[INCAMT] check as a token of our appreciation. Please complete the survey by [DATE].** To access the online survey, just [click here](#) to get started or log in on our secure website:

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>

Your participation, while voluntary, is important to the success of the study. **If you would like to complete the survey over the telephone, please call the HSLs:09 Help Desk at 1-877-282-4757.**

If you have any questions about the study, please contact me at 1-877-282-4757 or hsls-survey@rti.org, or the NCES Project Officer, Dr. Elise Christopher, at 202-502-7899 or Elise.Christopher@ed.gov.

Thank you for helping to make HSLs:09 a success.

Dan Pratt
HSLs:09 Project Director

Reminder E-mail 1

Subject: Don't Forget to Complete Your HSLs:09 Survey!

Dear [FIRSTNAME],

I would like to remind you that your participation in the High School Longitudinal Study of 2009 (HSLs:09) is still needed, and that I hope that you will participate in the study soon.

<<As a token of our appreciation for completing the survey, we have included a check for \$<<prepayamt>> enclosed with this letter. You will receive a \$«IncAmt» check after you complete the survey.>> OR <<If you complete the HSLs:09 survey, you will receive a \$«IncAmt» check as a token of our appreciation.>> The survey takes approximately 35 minutes to complete.

To access the online survey, just [click here](#) or log in to our secure website:

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>a

If you need help accessing the online survey, or if you prefer to complete the survey by telephone, please call our Help Desk at 1-877-282-4757.

RTI International is the data collector for this study by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have any questions or concerns about the study, please contact me at 1-877-282-4757 (e-mail: hsls-survey@rti.org), or the NCES Project Officer, Dr. Elise Christopher, at 202- 502-7899, Elise.Christopher@ed.gov.

Thank you in advance for your participation in this very important study.

Sincerely,

Dan Pratt
HSLs:09 Project Director

Reminder E-mail 2

Subject: Don't Delay - Complete Your HSLs:09 Survey Today!

Dear [FIRSTNAME],

Data collection for the High School Longitudinal Study of 2009 (HSLs:09) continues, and the study will not be a success without your participation! **The survey takes approximately 35 minutes to complete, and when you complete your survey, you will <<now>> receive a \$[INCAMT] check as a token of our appreciation.>>**

To access the online survey on our secure website, [click here](#) or log in:

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>b

If you need help accessing the online survey, or if you prefer to complete the survey by telephone, please call our Help Desk at 1-877-282-4757.

RTI International is the data collector for this study by the National Center for Education Statistics (NCES) in the U.S. Department of Education's Institute of Education Sciences. If you have any questions or concerns about the study, please contact me at 1-877-282-4757 (e-mail: hsls-survey@rti.org), or the NCES Project Officer, Dr. Elise Christopher, at 202- 502-7899, Elise.Christopher@ed.gov.

Thank you in advance for your participation in this very important study.

Sincerely,

Dan Pratt
HSLs:09 Project Director

Example Text 1 for Brief Reminder E-mails

<FirstName>,

Don't forget to complete the High School Longitudinal Study of 2009 (HSLs:09) survey and receive your check for \$<incent>! The survey takes 35 minutes and can be completed online or over the phone.

It's easy to participate in HSLs:09 on our secure website. Just [click here](#) to get started right away!

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>d

Or, you can complete the survey by phone by calling **1-877-282-4757**.

If you have questions or problems completing your survey, please call the **HSLs:09 Help Desk at 1-877-282-4757** or visit the study website at <https://surveys.nces.ed.gov/hsls09/>.

Thanks!

Dan Pratt

Project Director, HSLs:09

RTI International

hsls-survey@rti.org

1-877-282-4757

Example Text 2 for Brief Reminder E-mails

<FirstName>,

HSLs:09 data collection ends on <<Date>>, which means you only have [x] days left to participate! Complete your HSLs:09 survey by the deadline and receive \$<incent> as a token of our appreciation.

The survey takes 35 minutes and can be completed online or over the phone. HSLs:09 is easy to do on our secure website – just [click here](#) to get started!

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>

Or, you can complete the survey by phone by calling **1-877-282-4757**.

If you have questions or problems completing your survey, please call the **HSLs:09 Help Desk at 1-877-282-4757** or visit the study website at <https://surveys.nces.ed.gov/hsls09/>.

Thanks!

Dan Pratt
Project Director, HSLs:09
RTI International
hsls-survey@rti.org
1-877-282-4757

Example Text 3 for Brief Reminder E-mails

<FirstName>,

Don't forget that we still need you to participate in the High School Longitudinal Study of 2009 (HSLs:09) for the U.S. Department of Education. It takes about 35 minutes and, once you've completed the survey, we'll send you a check for \$<incamt>!

Data collection ends on <<date>>, so you only have a few days left to participate! It's easy to do on our secure website. You can [click here](#) to get started right away!

<https://surveys.nces.ed.gov/hsls09/>

Study ID: <caseid>

Password: <password>c

Or, you can complete the survey by phone by calling **1-877-282-4757**.

If you have questions or problems completing your survey, please call the **HSLs:09 Help Desk at 1-877-282-4757** or visit the study website at <https://surveys.nces.ed.gov/hsls09/>.

Thanks!

Dan Pratt
Project Director, HSLs:09
RTI International
hsls-survey@rti.org
1-877-282-4757

HSLs:09 CATI Consent Text

LTR_S

IF OUTBOUND CALL AND NOT ALREADY MENTIONED, READ: Hello, this is _____. I am calling for the U.S. Department of Education about the High School Longitudinal Study of 2009 that follows a group of young adults beyond high school.

Recently, we sent you material about the U.S. Department of Education's High School Longitudinal Study of 2009 (HSLs:09). This survey is being conducted to better understand the education and employment experiences of young adults beyond high school. As a token of our appreciation, you will receive a <<INC_AMOUNT>> check once you complete the survey. Have you had a chance to read the material?

If yes, read the material:

(Good.) The survey takes about 35 minutes and may be monitored or recorded for quality assurance purposes. Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. If you have any questions about the study, please let me know. May we begin the survey now?

(You can contact the study's director, Dan Pratt, at 1-877-282-4757. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 1-866-214-2043.)

TI: IF ENTIRE CONSENT WASN'T READ AND THE SURVEY ISN'T STARTED, PRESS THE BREAK BUTTON.

If no, did not read the material (or did not receive it):

(At your request we can remail the material to you.) (If you can bear with me for a moment, I am required to read the following information about your rights as a participant.) The HSLs:09 survey takes about 35 minutes and may be monitored or recorded for quality assurance purposes. Your responses, combined with other information (such as admissions test data, college enrollment and financial aid data, and other federal databases), may be used only for statistical purposes and may not be disclosed, or used, in personally identifiable form for any other purpose, unless otherwise required by law. (You are one of approximately <number> students who will be taking part in this study.) In addition to your survey responses, we collect college financial aid, student records, and related information from postsecondary institutions you have attended (if any) and sources such as college student loan databases and admissions testing agencies.

Your participation is voluntary and will not affect any aid or other benefits that you may receive. You may decline to answer any question or stop the survey at any time. The risk of participating in this study is small and relates to data security. However, there are strict security procedures in place. If you would like us to remail the material to you, please let me know. May we begin the survey now? (You may contact the study's director, Dan Pratt, at 1 877-225-8470. For questions about your rights as a study participant, please contact RTI's Office of Research Protection at 1-866-214-2043.)

TI: IF THE SURVEY ISN'T STARTED AND THE ENTIRE CONSENT WASN'T READ, PRESS THE BREAK BUTTON BELOW.

Address Update Paper Form High School Longitudinal Study of 2009 (HSLs:09)

Address Update Information

Thank you very much for your participation in the High School Longitudinal Study of 2009 (HSLs:09). Please take a moment to confirm or update [your/StudentName’s] contact information. We are also requesting that you confirm or update contact information for [your parent/yourself] and provide contact information for one additional person. By updating our records, we will be better able to notify [you/him/her] when it is time for the next round of HSLs:09. Please remember that all information you provide will be protected.

After you complete this form, please mail it back to RTI International using the enclosed Business Reply Envelope.

This update may also be completed on our secure website at [Website_Fil] by entering your study id: [ID_Fill] and password: [PW_Fill]. You may go online to indicate that the information provided in the form below is correct.

We greatly appreciate your help to make HSLs:09 a continued success!

1. [STUDENTS ONLY] May we send you a text message reminder when data collection begins?¹

- Yes → Please enter your cell provider here: _____
- No

2. If [your/StudentName’s] current contact information is *not* correct below, please provide the updated contacting information on the right. If the contact information *is* correct, please check the box.

[Your/StudentName’s] contacting information

Corrections and additions

Name:	[StudentName]	
Address:	[StudentAddress]	
City	[StudentCity]	
State	[StudentState]	
ZIP	[StudentZIP]	
Home phone:	[StudentHome]	
Work phone:	[StudentWork]	
Cell phone:	[StudentCell]	
Primary e-mail address:	[Studentemail1]	

¹ Standard text messaging rates apply.

Alternate e-mail address:	[Studentemail2]	

Check here if all information is correct

3. Please provide contact information for the parent most knowledgeable about [your/StudentName’s] education or career. Please also provide contact information for an additional person who will always know how to get in touch with [you/StudentName].

Parent information

Corrections and additions

Name:	[ParentName]	
Address:	[ParentAddress]	
City:	[ParentCity]	
State:	[ParentState]	
ZIP:	[ParentZIP]	
Home phone:	[Parenthome]	
Work phone:	[ParentWork]	
Cell phone:	[ParentCell]	
Primary e-mail address:	[Parentemail1]	
Alternate e-mail address:	[Parentemail2]	

Check here if all information is correct

Other contact information

Name:	
Address:	
City:	
State:	
ZIP:	

Home phone: _____

Work phone: _____

Cell phone: _____

Primary e-mail address: _____

Alternate e-mail
address: _____

4. [Are you/Is StudentName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5
- No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/StudentName] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name: _____

Thank you in advance for making HSLs:09 a success!

Address Update Web Form

High School Longitudinal Study of 2009

Web Address Update Information

Thank you for your participation in the High School Longitudinal Study (HSLs). Please take a moment to update [your/StudentName's] contact information and [your/StudentName's] education status. We are also requesting that you provide contacting information for [at least one parent/yourself] and one additional person. By updating our records, we will better be able to notify [you/him/her] when it is time for the next round of HSLs:09. If the address information we sent you in the mail was correct, please check the appropriate box to indicate it was correct and complete.

Please remember that all information you provide will be protected.

We greatly appreciate your help to make HSLs:09 a continued success!

1. [STUDENTS ONLY] May we send you a text message reminder when data collection begins?²

- Yes → Please enter your cell provider here: _____
- No

2. If [your/StudentName's] current contact information is not correct below, please provide the updated contacting information on the right. Otherwise, check the box at the bottom to indicate the information is correct and complete.

[Your/StudentName's] contacting information

Name:

Address:

City

State

ZIP

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

Check here if all information is correct

² Standard text messaging rates apply.

3. Please provide the contacting information for the parent most knowledgeable about [your/StudentName's] education or career. Please also provide contacting information for an additional person who will always know how to get in touch with [you/StudentName].

Parent contacting information

Name:

Address:

City:

State:

ZIP:

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

- Check here if all information on the printed form was correct

One additional person

Name:

Address:

City:

State:

ZIP:

Home phone:

Work phone:

Cell phone:

Primary e-mail address:

Alternate e-mail address:

4. [Are you/Is StudentName] currently enrolled in a college, trade school, or other higher education institution?

- Yes → Please continue with question 5
- No → You are finished with the address update. Thank you.

5. Please provide the name and address of the college, trade school, or other higher education institution that [you/StudentName] attend. Please do not use abbreviated school names (e.g., use Arizona State University, rather than ASU).

School Name:

Thank you in advance for making HSLs:09 a success!

Panel Maintenance Letter

<date>

<name>

<address>

<city> <state> <zip>

Website: [Website Fill]

Study ID: [ID Fill]

Password: [PW]

Dear <name>:

Thank you for your ongoing participation in the High School Longitudinal Study of 2009 (HSLs:09). As you may recall, HSLs:09 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). [Your/StudentName's] voluntary participation, and the participation of other young adults like [him/her/you], has helped to make HSLs:09 a great success and has provided valuable data about young adults' experiences in and out of school.

This important research study follows the same set of over 23,000 young adults as they move from high school to the work force or further schooling to understand what factors influence their learning and development.

As we prepare for the next phase of HSLs:09, which will begin in 2016, we are updating our contact information for study participants. Please update [your/StudentName's] contact information and current educational status. The success of this national longitudinal study depends on having the most up-to-date contact information for all of the young adults involved in HSLs:09.

Please visit our website and use the study ID provided above to complete this information. If you prefer, you may fill out the enclosed address update form and send it back in the return envelope provided or call us at <tollfreephone>. The update should take approximately 5 minutes to complete. <If panel maintenance incentive: We will send you \$<inc-amt> as a token of appreciation for updating your contact information.>

As in prior rounds of HSLs:09, we will ask [you/StudentName] to complete a questionnaire, and [your/his/her] ongoing participation in HSLs:09 is critically important to the study's success. If you have any questions about HSLs:09 or about updating [your/StudentName's] contact information, please call the HSLs:09 help desk at RTI, toll-free, at <tollfreephone>.

NCES is authorized by Federal law (**20 U.S.C., § 9543**) to conduct HSLs:09. Data are being collected for NCES by RTI and will **be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573)**. We thank you in advance for your help and greatly appreciate your continued support of this important research!

Sincerely,



Dan Pratt

Project Director

High School Longitudinal Study of 2009

Panel Maintenance Email Text

Dear <NAME>:

In the <IF F1FS RESPONDENT: spring of 2012><and><IF F1FT NONRESPONDENT: fall of 2009>, [you/your son/your daughter] participated in the High School Longitudinal Study of 2009 (HSLs:09). HSLs:09 is conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education (OMB control # 1850-0852). As you know, this important research study follows the same set of over 23,000 young adults beyond high school, as some enter the work force or further schooling, to understand what factors influence their learning and development. Your/<StudentName's> voluntary participation, and the participation of other young adults like [you/him/her], has helped to make HSLs:09 a great success and has provided valuable data about young adults' experiences in and out of school.

Recently, we sent a letter asking for your help updating contact information for study participants. If you have already completed this update, we thank you! If you have not yet had an opportunity, this is a friendly reminder to please spend about 5 minutes to update this information at your earliest convenience. We sincerely appreciate your help with this important effort!

<If panel maintenance incentive: As a token of our appreciation, we will send you \$<inc-amt> for updating your contact information.>

Please visit the website below and use the study ID provided to update [your/<StudentName>'s] contact information. We appreciate your continued support of HSLs:09. The U.S. Department of Education is authorized by Federal law (**20 U.S.C., § 9543**) to conduct HSLs, for which data are being collected by RTI International. Data will **be used only for statistical purposes and may not be disclosed or used, in identifiable form for any other purpose except as required by law (ESRA 2002, 20 U.S.C., § 9573)**. If you have any questions, encounter any difficulty on the website, or would prefer to update this information over the telephone, please call the HSLs:09 help desk, toll-free, at <tollfreephone>.

Go to [<Website Fill>](#)

Enter your study ID: <ID_Fill>

We look forward to hearing from you.

Dan Pratt
Project Director
High School Longitudinal Study of 2009